STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
PO Box 45502 • Olympia WA 98504-5502
ECONOMIC SERVICES ADMINISTRATION
PO Box 45440 • Olympia WA 98504-5440
AGING AND DISABILITY SERVICES ADMINISTRATION
PO Box 45600 • Olympia WA 98504-5600

August 28, 2006

TO: CSD Regional Administrators
CSD CSO Administrators
HCS Regional Administrators

FROM: Steven Wish, Director
Division of Customer Support
Health and Recovery Services Administration

John Clayton, Director
Community Services Division
Economic Services Administration

Rob St. John, Director
Information Technology Division
Economic Services Administration

Bill Moss, Director
Home and Community Services Division
Aging and Disability Services Administration

SUBJECT: UPDATE II - CITIZENSHIP AND IDENTITY REQUIREMENTS

Effective July 1, 2006, it became mandatory to verify Citizenship and Identity for all applicants and recipients of Medicaid. The only individual documents meeting both of these requirements (Tier 1 documents) are:

- US passport,
- Certificate of Naturalization,
- Certificate of Citizenship or
- Tribal Membership Card with a picture.

All clients (except children under the age of 16) who cannot produce one of the above documents must produce separate documents to verify their US Citizenship and their identity or they must complete a *Citizenship Documentation and Identity Declaration form (13-789).*

Effective August 28, 2006, ACES has been programmed to support the verification of identity requirements of the 2005 Deficit Reduction Act (DRA). With this promote, the Qualified Alien field on the clients' DEM2 screen will support new coding enabling staff to document whether a client has provided the identity verification necessary to meet the requirements of the DRA. This field has been renamed 'Identity' and has been reset to blank for all current recipients. At the time of application or review, the identity field will be mandatory for all programs. Users will be required to enter one of the following valid values.

- **V – Verified Identity:** there is documentation in the case record that meets the DRA requirements. Acceptable verification includes:

  - State issued driver's license with the individual's picture
  - State issued identity card with the individual's picture
  - US American Indian/Alaska native tribal document with the individual's picture
  - Military Identification card with the individual's picture
  - **For a child under the age of 16 only,** the client may use the *Citizenship Documentation and Identity Declaration* form (13-789) attesting to the child's identity. (No additional documents or follow up are necessary.)
  - Client is exempt from the Citizenship requirements: SSI recipient, Medicare beneficiary, undocumented or other non-citizen client, newborn receiving F05.

- **D – Declaration Accepted:** there is a completed, signed and **dated** *Citizenship Documentation and Identity Declaration* form (13-789) for an individual 16 years of age or older in the case record. (Additional follow up will made by the Citizenship Central Unit (CCU) at Health & Recovery Services Administration to assist the client in obtaining identity verification.)

- **P – Pending Verification:** the worker is pending the application or review for identity verification. Staff will need to enter a 'P' in the identity field to get past the DEM2 screen during the application or review process, however, failure to update this at finalization of the case will not result in the case being denied or terminated. It will trigger the Citizenship Central Unit to review the case and attempt additional follow up if necessary. Please remember to update the verification code if the requested identity documentation is received. *(Note: at the time of this release, there will be no F1 help for this valid value. The F1 help will promote with the planned ACES October release.)*

- **R – Refused:** the client refuses to provide identity documentation.
  (Note: at the time of this release, an 'R' in this field will not cause a case to be denied or terminated. It will trigger the Citizenship Central Unit to attempt additional follow-up to help the client obtain the necessary identity verification. Additional programming to support the denial or termination of cases will be incorporated into a future ACES release.)

Reminder, identity verification is ONLY necessary to support the validation of Tier 2-Tier 4 Citizenship documents. If an applicant has not verified their citizenship and has not provided the 13-789 Declaration form, the worker should use the 'FR' code in the citizenship verification field on the DEM2 screen with an 'R' in the identity field to deny the case.

Staff may use a completed, signed and dated *Citizenship Documentation and Identity Declaration* form (13-789) which lists all household members to approve a Medicaid application. This form can be the documentation used to code both the citizenship verification and the identity fields on the client DEM2 screens.

Example: A Client declared US Citizenship on their application, but does not have any documentary evidence to support their claim and is not exempt from the DRA requirements. They completed and signed the 13-789 Declaration form. This client would be coded 'C' in the citizenship field with verification code 'AF' and identity field coded 'D' (clients 16 years old and above) or 'V' (clients under 16 years old).

In some cases, staff may receive documents which verify identity but not citizenship or citizenship but not identity. These cases must be pended for the missing documentation or a completed 13-789 *Citizenship Documentation and Identity Declaration* form.

Example: A client declares US Citizenship on their application and has provided copies of their medical records which list a US place of birth. However, they do not have any picture ID. Medical records created at least 5 years prior to the application or review date meet Tier 4 documentation requirements and would be coded with a T4 valid value on the client's DEM2 screen in ACES. The worker needs to ask the client to complete and sign a 13-789 Declaration form and upon receipt of this, the 'Identity' field would be updated with a 'D' or 'V' code depending on their age. The Citizenship Central Unit can follow up with the client to request documents which meet the identity requirement.

For additional information on these changes, please feel free to contact your Regional Medical Eligibility Representative.

Region	Representative	Phone Number	E-mail Address
Region 1	Mary Beth Ingram	360-725-1327	ingramb@dshs.wa.gov
Region 2	Joanie Scotson	360-725-1330	scotsjk@dshs.wa.gov
Region 3	Kathy Johansen	360-725-1321	johankj@dshs.wa.gov
Region 4	Joanie Scotson	360-725-1330	scotsjk@dshs.wa.gov
Region 5	Carole McRae	360-725-1250	mcraeca@dshs.wa.gov
Region 6	Cathy Fisher	360-725-1357	fishecl@dshs.wa.gov

cc: Doug Porter, Health and Recovery Services Administration
Deb Marley, Economic Services Administration
Kathy Leitch, Aging and Disability Services Administration
Mike Hart, Community Services Division
Manning Pellanda, Medical Eligibility Determination Services